

**How to enter
Active ARMY
Permanent Change of Station (PCS)**

- * Pages 2-8 Conus to Conus**
- * Pages 9-13 All Others**
- *Page 14 SDN Creation for entry in SAC field**

September 7, 2012

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Home 2DMSL DPS Analytics Customer Surveys Forms Rates **Counseling** Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

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Shipment Queue
People Finder
Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ArmyA06]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions**
 - Summary

Entitlements

PCS: 18000 lbs.
Remaining PCS:18000 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Service Specific Instructions

PPSO Outbound Supervisor: [McKeown, DBAT_OB_Sup -- DBAT]
Customer: [Fine, Larry -- United States Army -- 909999090]

Accounting Information

Department Indicator:

SDN:

AIN:

MDC:

TAC:

SAC:

Enter Accounting Information

Additional Information

* Counselor Initials:

<< Previous Next >>

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Accounting Data screen in DPS

Counselor Questions

PPSO Outbound Sup

Customer: [Fine, Lar

Service Specific Instr

Accounting Infor

Department Indic

SDN:

AIN:

MDC:

TAC:

SAC:

Enter Acco

Additional Inform

* Counselor Initia

Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator

Step 2: Select The Fund type

Step 3: Type in the appropriate fund number and click the VALIDATE button

Step 4: If more than one TAC is returned, select the preferred TAC

Step 5: If displayed information is correct, proceed to Step 7

Step 6: If displayed information is incorrect, click the OVERRIDE button

*Note: You may manually enter the accounting information by clicking the OVERRIDE button

Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type:

--Select From Below--

17 - United States Navy / United States Marine Corps

21 - United States Army

57 - United States Air Force

70 - United States Coast Guard

96 - Army Corps of Engineers

97 - Office of the Secretary of Defense

** Shipment Accounting Classification

Ok

Cancel

Select Department Indicator 21 for Army. Army PCS Orders always have an MDC. It may be listed in the "FOR ARMY USE:" section, Accounting Classification or at the end of the last paragraph of the order.

Department Indicator

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Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ArmyA06]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 18000 lbs.
Remaining PCS:18000 lbs.

Useful Links

- Limitations
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- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Counselor Questions

Enter Accounting Information

PPSO Outbound Sup
Customer: [Fine, Lar

Service Specific Instr

Accounting Inform

Department Indi
SDN:
AIN:
MDC:
TAC:
SAC:

Enter Acc

Additional Inform

* Counselor Initia

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
Step 2: Select The fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
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Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
*Note: You may manually enter the accounting information by clicking the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: --Select From Below--
SDN
MDC

** Shipment Accounting Classification: FundType

Ok Cancel

For CONUS to CONUS shipment for Active Army member the REQUIRED fund types will be MDC or SDN - choose MDC

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Done

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Shipment Queue
People Finder
Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ArmyA06]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 18000 lbs.
Remaining PCS: 18000 lbs.

Useful Links

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- FAQs
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- Glossary / Acronyms

PPSO Outbound Supp

Customer: [Fine, Larr]

Service Specific Instr

Accounting Infor

Department Indic

SDN:

AIN:

MDC:

TAC:

SAC:

Enter Acc

Additional Inform

* Counselor Initia

Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
Step 2: Select The Fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
Step 4: If more than one TAC is returned, select the preferred TAC
Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
*Note: You may manually enter the accounting information by clicking the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed
For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: MDC

Enter MDC: 1EO2 Validate

SDN:

AIN:

** MDC:

TAC:

** Shipment Accounting Classification:

OK Cancel

Enter validation MDC code from DPS entry crosswalk listing based on the member's order and click on validate

Note: Use upper case only for MDC Entry.

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Done

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Shipment Queue
People Finder
Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ArmyA06]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 18000 lbs.
Remaining PCS:18000 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

PPSO Outbound Supp

Customer: [Fine, Larri

Service Specific Instr

Accounting Information

Department Indic

SDN:

AIN:

MDC:

TAC:

SAC:

Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
Step 2: Select The Fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
Step 4: If more than one TAC is returned, select the preferred TAC
Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed

*Note: You may manually enter the accounting information by clicking the OVERRIDE button

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: MDC

Enter MDC: 1EO2 **Validate**

SDN:

AIN:

** MDC: 1EO2

TAC: CAB2

Override TGET-R Information

** Shipment Accounting Classification:

Ok Cancel

Validation process will link the MDC to the actual TAC and will be displayed in the TAC field – this means the TAC was resolved from the MDC entry.

NOTE*Override function in DPS means NO validation done; therefore invoices for this shipment will be manual.**

If the MDC does NOT validate you will see an error message – at this point STOP – DO NOT OVERRIDE!!!

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Done

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Shipment Queue
People Finder
Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ARMYA06]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 18000 lbs.
Remaining PCS: 18000 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Step 1: Select the Department Indicator
Step 2: Select The Fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
Step 4: If more than one TAC is returned, select the preferred TAC
Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
*Note: You may manually enter the accounting information by clicking the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army
* Fund Type: MDC
Enter MDC: 1EO2 Validate

SDN:
AIN:
** MDC: 1EO2
TAC: CAB2
Override TGET-R Information

** Shipment Accounting Classification: FIN9090PHMYA06

EX: 1EO2 DEE1234PG12304

Ok Cancel

Shipment Accounting Classification (SAC) must contain the MDC and service member's unique 14 character "SDN" data (Ref slide 14 on how to construct unique SDN)

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Show: Counseling Thursday, August 30, 2012 3:07:50 PM Reports Saved Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ArmyA06]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions**
 - Summary
- Shipment
 - Create New Shipment
- Current Shipments
 - 1-HHG

Entitlements

PCS: 18000 lbs.
Remaining PCS:13000 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Counselor Questions

PPSO Outbound Supervisor: [Neece, OBSup -- DBAT]
Customer: [Fine, Larry -- United States Army -- 909999090]

Service Specific Instructions

Accounting Information

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	1E02
TAC:	CAB2
SAC:	FIN9090PHMYA06

Enter Accounting Information

Additional Information

* Counselor Initials: kt

<< Previous Next >>

End result of Accounting Information Page for active military on a CONUS to CONUS HHG shipment with MDC and SAC entered (TAC will automatically populate when MDC resolves)

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Show: Counseling Friday, August 24, 2012 7:07:53 PM Reports Saved Queries: HELP

Shipment Queue
People Finder
Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ARMYE04]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 7000 lbs.
Remaining PCS: 7000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Defense Personal Property System (DPS)
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Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
Step 2: Select The Fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
Step 4: If more than one TAC is returned, select the preferred TAC
Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
*Note: You may manually enter the accounting information by clicking the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* **Department Indicator:** 21 - United States Army

* **Fund Type:**

- Select From Below--
- Select From Below--
- SDN
- TAC**

Shipment Accounting Classification:

Ok Cancel

FundType

For other than CONUS to CONUS shipment for Active Army member the REQUIRED fund types will be TAC or SDN - choose TAC

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Shipment Queue
People Finder
Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ARMYE04]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 7000 lbs.
Remaining PCS: 7000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

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Enter Accounting Information

*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator
Step 2: Select The Fund type
Step 3: Type in the appropriate fund number and click the VALIDATE button
Step 4: If more than one TAC is returned, select the preferred TAC
Step 5: If displayed information is correct, proceed to Step 7
Step 6: If displayed information is incorrect, click the OVERRIDE button
*Note: You may manually enter the accounting information by clicking the OVERRIDE button
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

* Department Indicator: 21 - United States Army
* Fund Type: TAC
Enter TAC: CAB2 **Validate**

SDN:
AIN:
MDC:
* TAC:

Shipment Accounting Classification:

Ok Cancel

Enter TAC from DPS Entry crosswalk listing based on the MDC on the member's order and click on validate

Note: Use upper case only for TAC Entry.

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Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [ARMYE04]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary

Entitlements

PCS: 7000 lbs.
Remaining PCS: 7000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Accounting Information

* Department Indicator: 21 - United States Army

* Fund Type: TAC

Enter TAC: CAB2 **Validate**

SDN:

AIN:

MDC:

* TAC: CAB2 **Override TGET-R Information**

Shipment Accounting Classification:

Ok Cancel

Once validated the TAC will be displayed in the TAC field – this means the validation was successful.

If the TAC does NOT validate you will see an error message – at this point **STOP – DO NOT OVERRIDE!**

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Counseling Menu

- Customer Profile
 - Customer Information
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Order [ARMYE04]

- Orders Details
 - Rank & Hard Copy Orders
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Entitlements

PCS: 7000 lbs.
Remaining PCS: 7000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

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- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Accounting Information

* Department Indicator: 21 - United States Army
* Fund Type: TAC
Enter TAC: CAB2 **Validate**

SDN:
AIN:
MDC:
* TAC: CAB2 **Override TGET-R Information**

Shipment Accounting Classification: DEE6202PHMYE04

Ok Cancel EX: 1A02 DEE1234PG12304

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Shipment Accounting Classification (SAC) must contain the MDC and service member's unique 14 character "SDN" data (Ref slide 14 on how to construct unique SDN)

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Order Finder

Counseling Menu

- Customer Profile
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 - Enter Order Information

Order [ARMYE04]

- Orders Details
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Entitlements

PCS: 7000 lbs.
Remaining PCS: 7000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
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- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Service Specific Instructions

Accounting Information

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	
TAC:	CAB2
SAC:	DEE6202PHMYE04

Enter Accounting Information

Additional Information

* Counselor Initials: kt

<< Previous Next >>

End result of Accounting Information Page for active military on other than CONUS to CONUS HHG shipment with TAC automatically populated and SAC entered

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How to build the unique “SDN” that will be entered (by counselors) in the Shipment Accounting Classification (SAC) field

SDN will eventually be added to the Army active military member’s order, until then this field will need to be assembled and entered by the counselor:

SDN – Standard Document Number (14 Characters) (EX: JOH1234PN34101)

1-3 = Last name (first 3 characters of last name)

4-7 = Last 4 of SSN

8 = P is for PCS (constant, always a “P” in this position)

9 = Alpha (A-M) for the month of the order date (see below)

10-14 = Last 5 digits of travel order number - Omit dashes, spaces, etc.

Oct = A	Feb = E	Jun = J
Nov = B	Mar = F	Jul = K
Dec = C	Apr = G	Aug = L
Jan = D	May = H	Sept = M

**For questions on the SDN – contact
Linda Waln DSN 699-4101**